

**SECRET**

25 April 1981

MEMORANDUM FOR: Director, DCI/DDCI Executive Staff

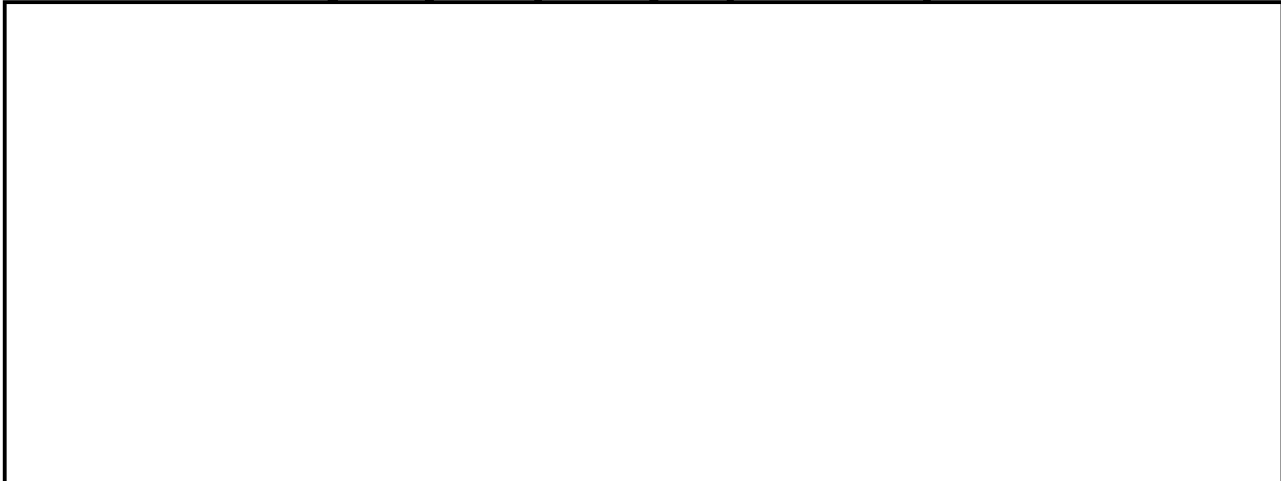
FROM: Director of Central Intelligence

SUBJECT: Checklist for Weekly NSC Meetings

1. We've been asked to prepare a once a week rundown of significant new intelligence or changes in intelligence assessments. This will be incorporated in a checklist which the President and members of the NSC can run their eye down to be sure that they are up to date since the last meeting. It will be delivered to the White House at the close of business Tuesday to be put together for Thursday meetings. Haig, Weinberger, and I are to develop formats for presenting the information in our respective areas of concern. (S)

2. Will you gather items for the first of these which you and I will try to put together this Tuesday. The selection of items and the degree of detail in which they should be presented will require a little trial and error but let's begin right away. To give you something to chew on, I would

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*for* William J. Casey

Attachment

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